



The Virgin Islands Housing Finance Authority is seeking qualified applicants  
for the following CDBG-DR Grant Funded position  
**DISASTER RECOVERY BUDGET ANALYST**

The Community Development Block Grant Disaster Recovery (CDBG-DR) Budget Analyst assist with budget development for the Action Plan, Amendments, grantee administration cost and subrecipients budgeting functions necessary to support the activities and management of VIHFA's CDBG-DR Program with specific assignment to the CDBG-DR Finance Director. This is a Territorial position.

**ESSENTIAL FUNCTIONS:**

- ⇒ Assist management with the development of the Action Plan, Amendments and Grantee administration cost budgets providing detail assumptions.
- ⇒ Assist Program staff with review of subrecipient's propose budgets to ensure cost are eligible and reasonable.
- ⇒ Reviews subrecipients project schedules to determine compliance to expenditure deadline.
- ⇒ Accurately conducts award setup and modification of approved program budgets and activities in Disaster Recovery Grant Reporting (DRGR), internal grant management system and financial system to accurately track expenditures against budgets.
- ⇒ Gathers data and prepares schedules, according to instructions from immediate supervisor and completes other technical assignments as assigned.
- ⇒ Assist with the development of dashboards and performance reports to assist the reporting requirements for internal and external stakeholders, providing explanation and supporting documentation as necessary.
- ⇒ Performs other duties as requested by the CDBG-DR Finance Director to ensure the sound financial administration of the CDBG-DR Program.
- ⇒ Other duties as assigned.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelor's degree from an accredited college or university in Accounting or Finance related field.
- ⇒ **Experience:** 8+ years of relevant work experience.
- ⇒ **Knowledge, Skills & Abilities:** Knowledge of governmental and grant budget development and processes. Knowledge of accounting requirements. Knowledge of software and database systems used in financial reporting. Knowledge of DRGR and QPR or other Federal Reporting requirements, a plus. Detail oriented. Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook. Good oral and written communications skills. Ability to be flexible and work under pressure. Ability to work harmoniously with other agency personnel. Ability to maintain confidentiality in all assignments. Ability to multi-task, work collaboratively in a team-oriented environment and problem solve. Ability to perform duties with limited supervision. Valid Driver's License.

**SALARY:** \$54,080 - \$68,640 per annum depending upon qualifications. CDBG-DR grant funded position.

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Stay at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications are can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Friday, June 19, 2020;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*